

# Application for Employment

Position You Are Applying For Admin. Assistant/Bookkeeper

Desired Salary \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If selected for employment are you willing to submit to a pre-employment drug screening test?  Yes  No

## EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: \_\_\_\_\_

## EMPLOYMENT

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisors Name and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact them?  Yes  No

## QUESTIONS

Please answer the following on the back of this sheet or on a separate sheet. These questions are understandably personal and are not intended to discriminate against applicants.

1. Please share a little about your faith life (do you attend church, how does prayer fit into your life/work, etc.)?
2. As a group of staff, prayer is a regular part of our staff meetings. Are you comfortable sharing that responsibility?
3. The congregation often pays visits to the church office on the phone, over email and in person. This has the effect of causing lots of interruptions. How do you think you would handle this type of environment?
4. Please provide at least three references.

## Acknowledgement and Authorization

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_